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11-3-2016

Minutes, College of Liberal Arts Executive Committee Meeting, Thursday, November 3, 2016

College of Liberal Arts Executive Committe

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EXECUTIVE COMMITTEE MEETING

November 3, 2016

Agenda

12:30 in CSS 167

Lunch will be served

1. Approve Minutes from September 29, 2016
2. New Business
 - a. Discussion of FYRST Grants and budgetary support for professional development (**Attachment #1**)
 - b. Proposed Revision to the CLA Bylaws Article VII (c/o Curriculum Committee) (**Attachment #2**)
 - c. Correction to CLA Bylaws Article V (c/o Dexter Boniface) (**Attachment #3**)
 - d. Set Agenda for November 17 Faculty Meeting
3. Committee Reports
 - a. Student Government Association
 - b. Curriculum Committee
 - c. Faculty Affairs Committee
 - d. President
 - e. Provost



EXECUTIVE COMMITTEE MEETING
November 3, 2016
Minutes

PRESENT

Dexter Boniface, Emily Russell, Grant Cornwell, Mario D'Amato, Ashley Kistler, Rick Vitray, Eric Smaw, Robert Vander Poppen, Matthew Cassidy, Jennifer Cavanaugh, Meribeth Huebner (for David Richard), James McLaughlin, Marc Fetscherin. Excused: Susan Rundell Singer. Guest: Pedro Bernal

CALL TO ORDER

Dexter Boniface called the meeting to order at 12:36 PM.

APPROVAL OF MINUTES FROM 9/29/16

EC unanimously approved the minutes from the 9/29/16 meeting.

NEW BUSINESS

Discussion of FYRST Grants and budgetary support for professional development

Dexter Boniface

Boniface explained that Full-Year Research Stipends (FYRST) support faculty who need to take a full-year sabbatical at half pay to complete their research. The amount of the award was increased, but the pool to fund FYRST grants was not. The assumption is that sabbatical salary savings would come back to the funding pool to cover grants. Where have those salary savings been going?

Cavanaugh: Some of the savings have been swept into the areas where we've hired a lot of new visiting faculty.

Kistler: Last year a proposal was brought to Finance & Service (F&S) to give all faculty a full-year sabbatical at full pay. F&S did not endorse the proposal.

Cornwell: I have never been at an institution where sabbatical was an entitlement. We always had to apply for sabbatical and it was granted based on the merit of the research proposal.

EC unanimously voted to table the issue until the Provost can be present.

Proposed Revision to the CLA Bylaws Article VII

Mario D'Amato

Jonathan Miller requested to remove the phrase "the library and media services" from Article VII (1) The Curriculum Committee – Responsibilities and Duties. Rationale in [Attachment #2](#). The Curriculum Committee supports this revision. EC unanimously approved sending this revision to vote at the next faculty meeting.

Correction to CLA Bylaws Article V

Dexter Boniface

Boniface presented corrections to Article V of the CLA Bylaws ([Attachment #3](#)) that address the tenure status of standing committee chairs. EC unanimously approved sending this correction to vote at the next faculty meeting.

FEC Scheduling Concerns

Pedro Bernal

EC discussed the workload of FEC and whether it's becoming unmanageable after the merger of A&S and CPS.

Bernal: The committee survived this year because we only have one tenure/promotion to associate case. Should we look at completing midcourse reviews in a different way to handle the numbers of faculty coming up for review in the next few years?

Vitray: Perhaps expand the numbers of FEC in those years where we have a lot of faculty standing for review.

D'Amato: Would it help to increase FEC membership and have the committee meet twice a week instead of once?

Boniface: Possibly focus on midcourse reviews and split FEC into groups of three so that the entire committee is not sitting in on each midcourse review. How should EC steward a solution? Should it go to the FAC?

Kistler: Concerned that having a smaller committee for midcourse reviews sends the message that they are less important than tenure reviews.

Russell: FAC could create an ad hoc subcommittee to explore the issue.

Smaw: EC could design a slate for the subcommittee to send to FAC.

Bernal: Increasing the membership of FEC would be more problematic than splitting the existing committee into groups of three for midcourse reviews.

McLaughlin: Asked about the role of FEC and the Dean and Provost in continued employment after a negative midcourse review.

Cornwell: Asked if the problem needs a legislative solution and said it sounds like FEC needs to meet more often.

D'Amato: The subcommittee can consider legislative and non-legislative solutions. If they decide upon a legislative process it will have to go before the full faculty.

Boniface: EC will constitute a 3-person ad hoc subcommittee with faculty who have experience on FEC to address the workload issue.

Set Agenda for November 17 Faculty Meeting

Dexter Boniface

The agenda for the November 17 Faculty Meeting will include approval of minutes and the two Bylaw amendments described above. Other possible agenda items include: Diversity Council report, legal-minded Title IX presentation, Provost report on administration reform, grant announcement from Jonathan Miller, the divestment campaign, and committee reports. Boniface will draft an agenda for EC review.

ADJOURNMENT

Dexter Boniface

Boniface adjourned the meeting at 1:47 PM.

FACULTY OF ROLLINS COLLEGE	2011-2012		2011-2012		2016-2017		2016-2017		CHANGE		CHANGE Notes	
	TT	ALL	TT	ALL	TT	ALL	TT	ALL	TT	ALL		
ANTHROPOLOGY	6	6	6	6	6	6	0	0				
ART & ART HISTORY	7	8	7	8	8	8	1	0				
BIOLOGY	8	9	6	7	6	7	-2	-2			Count excludes Susan Singer	
BUSINESS	8	9	14	23	14	23	6	14				
CHEMISTRY	3	5	5	7	5	7	2	2				
COMMUNICATION	3	6	7	11	7	11	4	5				
CRITICAL MEDIA & CULTURAL STUDIES	3	3	3	3	3	3	0	0				
ECONOMICS	9	12	8	10	8	10	-1	-2				
EDUCATION	4	6	7	7	7	7	3	1			Count includes Debra Wellman	
ENGLISH	14	19	15	21	15	21	1	2				
ENVIRONMENTAL STUDIES	4	5	4	5	4	5	0	0				
GRADUATE STUDIES IN COUNSELING	4	5	4	4	4	4	0	-1				
HEALTH PROFESSIONS	0	0	4	10	4	10	4	10			Count includes David Richard	
HISTORY	4	6	4	5	4	5	0	-1				
MATHEMATICS & COMPUTER SCIENCE	7	9	7	10	7	10	0	1			Count includes Gabriel Barreneche	
MODERN LANGUAGES & LITERATURES	8	15	8	16	8	16	0	1				
MUSIC	5	8	4	9	4	9	-1	1				
OLIN LIBRARY FACULTY	8	9	9	9	9	9	1	0			Count includes Jonathan Miller	
PHILOSOPHY & RELIGION	9	9	8	8	8	8	-1	-1			Count excludes Grant Cornwell	
PHYSICAL EDUCATION	0	1	0	1	0	1	0	0				
PHYSICS	4	5	4	4	4	4	0	-1				
POLITICAL SCIENCE	9	9	8	8	8	8	-1	-1				
PSYCHOLOGY	11	12	9	11	9	11	-2	-1				
SOCIOLOGY	4	5	3	3	3	3	-1	-2			Count excludes Laurie Joyner	
THEATRE ARTS & DANCE	7	11	7	10	7	10	0	-1			Count includes Jennifer Cavanaugh	
COLLEGE OF LIBERAL ARTS (CLA)	149	192	162	216	162	216	13	24				
FACULTY OF CRUMMER SCHOOL OF BUSINESS	20	24	17	23	17	23	-3	-1			Count excludes Deborah Crown	
ALL FACULTY OF ROLLINS COLLEGE	169	216	179	239	179	239	10	23				

ATTACHMENT 2

Dexter Boniface

From: Mario D'Amato
Sent: Tuesday, October 04, 2016 4:16 PM
To: Dexter Boniface
Cc: Jonathan Miller; Mattea Garcia
Subject: Fw: College of Liberal Arts Faculty Bylaws -- proposed amendment.

Hi Dexter,

In the Curriculum Committee meeting today, we unanimously endorsed **the proposed change to the Bylaws of the College of Liberal Arts: that the phrase "the library and media services" be deleted from Article VII (1) The Curriculum Committee – Responsibilities and Duties.** This change was presented to CC by Jonathan Miller (see below), and he provides a rationale that CC was in full agreement with.

[Jonathan also mentions upgrading the Library Advisory Council to a formal All College Committee, and while members of CC supported this in our deliberations, we understand that this is beyond our purview, and so offer no formal statement here.]

Grazie,

Mario

Mario D'Amato, Ph.D.
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From: Jonathan Miller
Sent: Friday, September 30, 2016 4:18 PM
To: Mario D'Amato
Cc: Julia Maskivker; Rachel Newcomb; John Houston; John Morrison; Paul Stephenson; J. Clay Singleton; Todd French; Dawn Roe; Emily Russell; Susan Rundell Singer; Amy Sugar; Bill Svitavsky; Dorothy Mays; Erin Gallagher; Jonathan Harwell; Nathan Hosburgh; Rachel Walton; Susan Montgomery; Wenxian Zhang
Subject: College of Liberal Arts Faculty Bylaws -- proposed amendment.

Mario

We discussed this previously, and I have since spoken to the Library Advisory Council and to the Provost. On behalf of the librarians, I propose an amendment to the College Liberal Arts (CLA) faculty bylaws. Specifically:

The phrase “the library and media services” be deleted from Article VII (1) The Curriculum Committee – Responsibilities and Duties.

Rationale: this phrase is a holdover from the previous A&S Faculty bylaws and it remains problematic. In this section the Curriculum Committee of the College is charged with reviewing and approving all policy matters concerning the library. The Library at Rollins reports to the Provost because the library supports the information needs of both the CLA and Crummer. This section privileges the CLA over Crummer (whose bylaws do not mention the library.) It is possible to imagine circumstances in which approval, or not, of a policy may inhibit our ability to support the information needs of Crummer. On a minor point, there is no office called ‘media services.’ We understand this is a residual holdover that goes back to the 1970’s. Finally, we anticipate that the Curriculum Committee, like AAC before it, will be very busy. AAC rarely found the time to consider library issues. This did not help the faculty oversee the library, or help the library gain faculty input into important policy issues.

If you and the Curriculum Committee agree, please forward this proposed amendment to the CLA Executive Committee for appropriate action. I would be happy to discuss this further with the committee if it would be helpful.

While this amendment is being considered I am also planning, through the Provost, to ask the All Faculty Executive Council to consider upgrading the existing Library Advisory Council, which includes representation from each CLA division, the Honors Program, the Holt School, Crummer, IT, and SGA, but currently has no formal standing in faculty governance, to a formal All College Committee and to charge it with review and approves all policy matters concerning the library.

Please keep me informed of any progress on our proposed amendment. Thanks

Jonathan

Jonathan Miller, Ph.D.
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ARTICLE VII
STANDING COMMITTEES OF THE FACULTY
OF THE COLLEGE OF LIBERAL ARTS

Section 1. The Curriculum Committee (CC)

Responsibilities and Duties

The Curriculum Committee reviews and approves all policy matters concerning curriculum for all undergraduate and graduate academic programs (regular, summer session, and special programs, e.g. intersession), general education requirements, student academic standards and honors, academic advising, continuing and graduate education programs of Rollins College including the Hamilton Holt School, the library and media services, and all matters pertaining to academic schedules and calendars.

The Committee reviews departmental proposals for faculty lines with supporting information from the Dean of the Faculty and offers comment to the Dean of the Faculty and departments with a period of optional revision. The Executive Committee of the Faculty makes the final recommendations to the Dean of the Faculty and Provost about line allocation.

The Committee monitors the alignment of staffing and enrollment within and across departments and ensures that academic policies are clearly and unambiguously stated and consistent with the mission of the College.

Membership

The Curriculum Committee is constituted of eleven voting members and two non-voting members. The voting membership shall be one faculty representative from each division of the College of Liberal Arts (elected by division), four faculty representatives elected by the Faculty at-large, and one student selected by the Student Government Association. The non-voting membership includes the Dean of the Faculty and the registrar(s).

ARTICLE V

GOVERNANCE STRUCTURE

Section 1. Governance Structure

The Faculty has delegated certain of its responsibilities to the Executive Committee of the Faculty and to two standing committees. These bodies shall act on behalf of and report to the Faculty. The normal legislative process is from committee to Executive Committee to the Faculty. Service on standing committees is a professional duty of any faculty member selected.

Section 2. Elections

For divisional representatives to governance committees of the College of Liberal Arts, the President of the Faculty shall solicit self-nominations and conduct an electronic vote within the divisions to determine these representatives. At-large faculty representatives shall be elected to the standing committees at the regular meeting of the Faculty in March, or in no case later than April. The Executive Committee of the Faculty prepares at-large nominations and publishes the slate at least seven days prior to election, but additional nominations may be tendered from the floor. The Executive Committee of the Faculty will nominate a slate of members at the rank of Full Professor to the All-Faculty Appeals Committee (two members, two alternates) and the Faculty Evaluation Committee (FEC). Elections shall also be held for faculty membership to All-College advisory committees. All nominations require consent of the nominee.

Section 3. Vacancies

Should unforeseen at-large vacancies occur, the Executive Committee of the Faculty nominates a replacement at least seven days prior to approval by the Faculty of the College of Liberal Arts. Such elections may be accomplished by electronic ballot or during a special meeting of the Faculty. Should unforeseen divisional vacancies occur, replacements shall be nominated and elected from within the divisions by electronic ballot distributed by the President of the Faculty. A majority of the electoral unit

represented by any faculty committee member may recall the representative at any time.

Section 4. Procedures

The College of Liberal Arts divisions and their constituent units are:

Expressive Arts: Art and Art History, Music, and Theatre and Dance;

Humanities: English, Modern Languages and Literatures, Philosophy and Religion, and Critical Media and Cultural Studies;

Science and Mathematics: Biology, Chemistry, Environmental Studies, Mathematics and Computer Science, Psychology, and Physics;

Social Sciences: Anthropology, Economics, History, Political Science, and Sociology;

Social Sciences (Applied): Communication, Graduate Studies in Counseling, Education, Olin Library, and Health Professions;

Business: Business

The President of the Faculty shall be a tenured member of the Faculty of the College of Liberal Arts. The Vice President/Secretary ~~and the chair of each standing committee~~ shall be a tenured or tenure-track members of the Faculty.

Unless otherwise specified in these bylaws, each faculty representative normally shall be elected for a two-year term of office that shall begin June 1. Terms of office shall be staggered. No faculty member shall serve more than two consecutive terms on any standing committee. No member of the Faculty shall serve concurrently on two standing committees.

The standing committees shall elect a chair and recording secretary from the faculty membership of their respective committees at their first meeting. ~~The chair of each standing committee shall be a tenured member of the Faculty.~~ The secretaries shall keep the minutes of each meeting and submit approved minutes to the College archives.

All standing committees shall minimally meet each month during the academic year. The chairs of standing committees will report the activities of their committees to each meeting of the Faculty and are responsible for communicating the agendas, concerns, and work of their committees to the appropriate administrators in a timely and systematic fashion.